



Setti D. Warren
Mayor

CITY OF NEWTON, MASSACHUSETTS

Department of Planning and Development

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Public Hearing Date:	September 21, 2010
Land Use Action Date:	November 23, 2010
Board of Aldermen Action Date:	December 20, 2010
90-Day Expiration Date:	December 20, 2010

DATE: September 21, 2010
TO: Board of Aldermen

FROM: Candace Havens, Interim Director of Planning and Development
Derek Valentine, Senior Planner

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SUBJECT: Petition # 211-10, PALUMBO FAMILY TRUST, for a SPECIAL PERMIT, SITE PLAN APPROVAL, REPLACEMENT OF NONCONFORMING USE WITH ANOTHER NONCONFORMING USE to demolish an existing two-family dwelling and replace it with six 2.5-story attached dwelling units, with associated waivers from the 24-foot height requirement and from parking requirements for maneuvering space/aisles/driveway width/handicap parking, and to construct a greater than four-foot retaining wall within the side setback at 244 ADAMS ST, NONANTUM, WARD 1, SECTION 14, BLOCK 14, LOTS 3 & 4, consisting of 13,966 SF of land in a BUSINESS 2 DISTRICT. Ref: 30-24, 30-23, 30-21(b), 30-19 (h)(2)(c), 30-19(h)(2)(e), 30-19(h)(3), 30-19(h)(4)(a), 30-15, 30-19(m) and 30-5(b)(4) of the City of Newton Zoning Ordinance Revised 2007.

CC: Mayor Setti D. Warren

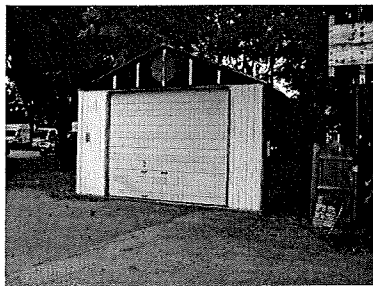
The purpose of this memorandum is to provide the Board of Aldermen and the public with technical information and planning analysis which may be useful in the special permit decision making process of the Board of Aldermen. The Planning Department's intention is to provide a balanced view of the issues with the information it has at the time of the public hearing. There may be other information presented at or after the public hearing that the Land Use Committee of the Board of Aldermen will want to consider in its discussion at a subsequent Working Session.



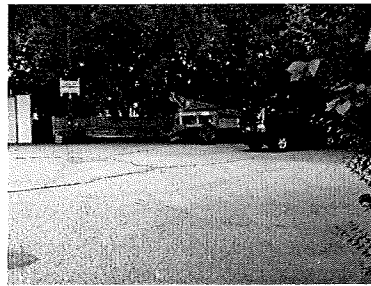
EXECUTIVE SUMMARY:

The petitioner seeks to replace the existing legal, nonconforming, two-family house and one-story metal and wood outbuilding with new nonconforming buildings with six attached rental housing units.

The site is in a Business 2 District on Adams Street. It is located between Watertown Street and Washington Street in Nonantum. The immediate vicinity has a mix of land uses. While the proposed structure is in keeping with the scale of the neighborhood, several site details require additional attention. The Planning Department recommends changes to the landscape including the addition of medium-canopy trees on the eastern property line, the addition of screening for the dumpster, site lighting, and replacement of plant material which negatively impacts sight lines. The Planning Department is also concerned that no handicap parking spaces are provided and circulation in the sub-grade parking garage may be difficult.



Metal Storage Building



Contractor's Yard on Site



South Elevation

I. SIGNIFICANT ISSUES FOR CONSIDERATION

When reviewing this report, the Board shall consider whether the following findings apply:

- The proposed structure and use are not more detrimental to the neighborhood than the existing structure and use.
 - The addition of attached unit housing will be beneficial, as it will increase the diversity of Newton's housing stock.
 - A 2.5-story, 32.46 foot structure is appropriate in the context of the neighborhood.
 - Due to the unique shape of the lot, the provision of handicap parking on site is not feasible.
 - Due to size and shape of the lot, the dimensional standards for maneuvering aisles and driveway width should be waived.
 - A retaining wall in excess of four feet will not be detrimental to the neighborhood and will not pose safety or drainage issues.
 - The project will be appropriate with the mix of commercial and residential uses currently found in neighborhood.
 - The petition is consistent with the *Newton Comprehensive Plan*.
-

II. CHARACTERISTICS OF THE SITE AND NEIGHBORHOOD

A. Neighborhood and Zoning

The property is located on Adams Street between Watertown Street and Washington Street in Nonantum. It is located in a Business 2 District. The rear of the site borders the Multi-Residence 2 District. To the east of the site, across Middle Street is the Business 1 District. There are a mix of uses in the neighborhood. Most of the surrounding neighborhood consists of multi-family residential comprised of two- or three-family dwellings. There are some mixed-use buildings with retail/residential and a few single-family residences near the locus. The building stock is mainly from the late nineteenth century. The abutter to the east of the site is Maguire Company Plumbing and Heating, with an apartment above. On the west, the site abuts a two-family house. The northern property line abuts a two-family and a four-family residence. The Adams Street neighborhood does have other multi-family attached residential buildings in close proximity to the site, an example of which is cited below. The petitioner's lot is 13,966 square feet. This is

larger than most lots in the neighborhood. Generally, lots in the neighborhood are in the range of 3,000-5,000 square feet.

B. Site

The site consists of two lots which have merged as a result of being in common ownership. The total project parcel is 13,966 square feet with Lot 1 being 10,186 square feet and Lot 2 consisting of 3,779 square feet. The combined lot is L-shaped with frontage on Adams Street. The combined lot is a conforming lot in the Business 2 District. Lot 2 is almost entirely covered by a bituminous driveway and is being utilized as a contractor's yard while Lot 1 has a one-story corrugated metal outbuilding and a two-story, wood-framed, two-family house. The site is level and has a high canopy of mature trees along its borders.

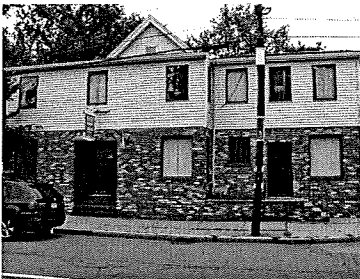
III. PROJECT DESCRIPTION AND ANALYSIS

A. Land Use

The petitioner is proposing the replacement of the legally nonconforming two-family house and the corrugated outbuilding with two multi-family buildings containing four attached units in one building and two attached units in the second building. Attached dwellings are allowed with a Special Permit in the Business 2 Zone.



Side view of Adams Villas, 174 Adams St



Maguire Company 254 Adams St



2 Family at 240-242 Adams St

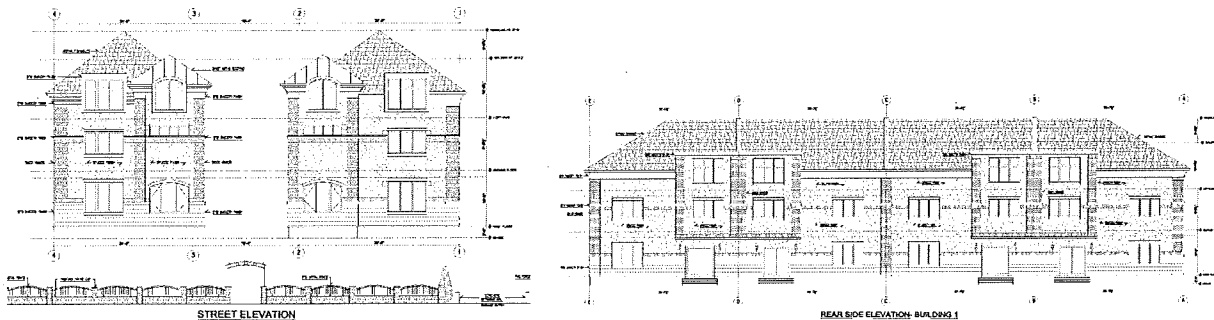
B. Buildings and Site Design

Due to the width of the lot, the project will consist of two narrow buildings. Building 1 will house units 1-4 with a 24.5' street-facing facade. The units will range in size from 2,040 square feet to 2,090 square feet. Building 2 will have a street exposure of 28' and will contain Units 5 and 6, each 1,815 square feet. Due to the narrow exposure on the Adams Street facade, the buildings will appear similar to the other houses in the neighborhood. They will also be consistent with most buildings in the area which are 2 to 2.5 stories. Pedestrians will enter all units via a central courtyard between the two buildings. A similar treatment can be seen at Adams Villas, located at 174 Adams Street. There, 12 condominium units were positioned so that there is a narrow facade exposure on Adams Street with egress to the units occurring on the side of the structures. Each unit will consist of 2.5 stories and will have private patio areas (with the exception of Unit 5, which will not have a patio). Proposed open space on the lot will be

58.3% which is an increase over the 41.8% open space that is currently provided. A large part of the site is now paved and this petition will reduce the amount of impervious surface due to the addition of below-grade parking and pervious walkways. The subsurface parking will have an access drive to the south of Units 5 and 6, close to the southern property line.

Both proposed buildings will be a combination of brick veneer and stucco finish with mix of asphalt shingles and sheet metal roofing. The variation of materials will be helpful in breaking up the mass of the buildings. The buildings will be 32.5' tall which does exceed the height of the neighboring 2- to 2.5- story buildings.

It is not indicated how refuse will be removed from the property. If a dumpster will be located on site, it should be shown on the site plan along with adequate screening.



Proposed Elevations

C. Landscaping

The petitioner is proposing Arborvitae at points along the periphery of the property and at the ends of the patio areas for each unit. ***The Planning Department recommends that the Arborvitae near the front property line be replaced with low-growing plants which will not impact sight lines for the access drive.*** The units will all face in upon a central courtyard with a brick paver walkway surrounded by grass. Along the Adams Street frontage will be a masonry knee wall topped with a painted metal railing. Six-foot PVC stockade fences will be located on the east and west property lines and on the rear property line. They will provide screening from adjacent properties, ***but should also be set back from the front property line so as not to impact the sight lines exiting the site. Some medium-canopy shade trees (3-4) to the east of Units 1 through 4 would be helpful in breaking up the mass of the building when viewed from the adjacent two-family at 240-242 Adams Street. Suitable trees could be Kousa Dogwoods or River Birch.***

It is unclear if there will be any site lighting. The petitioner should clarify whether any will be provided and where it will be located with a photometric plan to accompany. Care should be taken to ensure that the lighting does not negatively impact adjacent properties or streets.

D. Parking and Circulation

Twelve below-grade parking spaces will be provided in a garage to be located beneath the

complex. Two spaces are required for each unit, so the number of parking spaces provided is in conformance with Newton City Ordinances. The spaces will measure 10'x 19', which are conforming. No handicap spaces are proposed for the parking garage, as it will be accessible to the units only by using the staircase or the ramp to the garage. ***The Planning Department recommends that the petitioner show where accessible parking is available near the site or where it can be provided on-site.***

The maneuvering aisle in the garage is 20' wide. A 24' width is required for two-way traffic. This is one of the reliefs requested by the petitioner. The access drive to the subsurface parking also requires relief as it is 12' in width when a 20' width is required for two-way traffic. This may present a problem on the sharp curve entering the garage should two larger vehicles meet. ***The Planning Department recommends that the pinch point entering the garage be signalized to avoid a collision of two passing cars.*** A similar treatment was a condition of the approval for the Special Permit #272-09 at 39 Herrick Road.

The required five-foot maneuvering space is not provided at the ends of the aisles. This will require additional relief from the Board of Aldermen. This may make exiting parking spaces # 1, #10 and #11 difficult. The petitioner should provide templates to show that the parking lot allows for adequate vehicle circulation. In order to construct the entrance drive, the petitioner is proposing a retaining wall of greater than four feet. ***Specifications for the wall construction should be submitted to the Newton Engineering Department for approval prior to construction. A fence consistent with the site aesthetics should be added as a safety measure along the top of the retaining wall.***

Since the existing curb cut will be modified, the petitioner should replace all concrete sidewalks and readjust the granite curbing along the entire frontage.

A construction management plan should be submitted for review by the Newton Engineering Department.

E. Affordable Housing

The proposed development is subject to the Inclusionary Zoning Provisions of Section 30-24(f). Since the petitioner is proposing a six-unit complex, he must provide one affordable unit. The petitioner has indicated to Planning staff that this will be a rental unit. ***The petitioner has not yet submitted an Inclusionary Housing Plan for review by the Planning Department and is required to do so before the Working Session.***

IV. COMPREHENSIVE PLAN

The surrounding neighborhood offers a diverse range of commercial uses and housing types. In accordance with *The Comprehensive Plan*, attached dwelling units would add to this diversity. *The Plan* also suggests increasing the number of housing units on underutilized lots around village centers. The subject site is 1/3 mile from Nonantum village center and is located on an MBTA bus route which provides express service into Downtown Boston. Finally, the petitioner

proposes to contribute one affordable unit, helping to alleviate the shortage of affordable units in the City.

V. TECHNICAL REVIEW

A. Technical Considerations: The attached Zoning Review Memo dated July 27, 2010 outlines the relief requested by the petitioner. In accordance with Newton City Ordinances Section 30-24 the petitioner is seeking a Special Permit. Relief from Section 30-15 Table 3 is required to allow a building that is greater than two-stories and is greater than 24 feet in height. The proposed six-unit building would be 32.46 feet in height. Section 30-21(b) provides that one nonconforming use may be changed into another nonconforming use. In this case, a two-family legal nonconforming structure will be replaced with six attached residential units in a Business 2 District. In order to comply with the inclusionary housing requirement in 30-24(f), the petitioner is providing one affordable unit. Relief is requested from 30-19 (h)(2)(c) since the petitioner is not supplying any handicap parking spaces. The petition is compliant in the number of spaces provided, but the petitioner is proposing a parking lot which does not meet the dimensional requirements for end of aisle maneuvering space, aisle width, and driveway width as outlined in Section 30-19 (h)(2)(e), 30-19(h)(3) and 30-19(h)(4)(a), respectively. Relief from 30-5(b)(4) is requested to allow a retaining wall greater than four feet within a setback as part of the construction of the access drive to the subsurface parking structure. Section 30-19(m) allows the Board of Aldermen to make exceptions to the provisions of parking requirements if it is "*determined that literal compliance is impracticable due to the nature of the use, or the location, size, width, depth, shape, or grade of the lot, or that such exceptions would be in the public interest, or in the interest of safety or protection of environmental features.*"

B. Other Reviews:

1. Engineering Department: The petitioner should comply with recommendations outlined in the Engineering Memorandum dated August 25, 2010.
2. Fire Department: The Planning Department has not yet received comments on this petition.
3. Historic Preservation: On July 22, 2010, the Newton Historical Commission determined that the existing two-family residence is not Preferably Preserved, allowing the demolition of the structure to occur.

VI. ZONING RELIEF SOUGHT:

Based on the completed Zoning Review Memorandum dated July 27, 2010 (*See Attachment C*), the petitioner is seeking approval through or relief from:

- 30-15, Table 3: To Allow height to exceed 24 feet and to allow greater than a two-story building
- 30-21(b): To Replace a legal non-conforming use with a new non-conforming multi-family attached building
- 30-19(h)(2)(c): Waive requirement for a handicap stall
- 30-19(m): Grant exceptions to the provisions of parking/loading requirements
- 30-19(h)(3): Waive the width requirement for the maneuvering aisle
- 30-19(h)(2)(e): Waive the requirement for a maneuvering space at the end of the aisle for spaces # 1, #10 and #11
- 30-19(h)(4)(a): Waive the requirement for the width of the driveway
- 30-5(b)(4), Ordinance Z-45: Construct a retaining wall greater than four feet within the side setback

VII. SUMMARY OF THE PETITIONER'S RESPONSIBILITIES:

- Prior to the Working Session, the petitioner shall use a template or otherwise prove that the maneuvering spaces provided in the parking structure are sufficient to facilitate the proper circulation of vehicles.
- The petitioner shall provide elevations and specifications on the white PVC colonial fence and the proposed retaining wall in excess of four feet.
- A safety fence should be added on top of the proposed four foot retaining wall.
- The petitioner shall demonstrate that handicapped parking is possible near the site.
- The Planning Department recommends that the petitioner signalize the entry drive for the parking structure.
- Additional landscaping is recommended west of units 1-4, and a substitute planting should be provided for the Arborvitae along the entrance driveway.
- An exterior lighting plan should be provided for Planning Department review.
- Any dumpsters should be located on the site plan along with screening.
- A construction management plan should be submitted to the Engineering Department.
- The petitioner needs to submit an Inclusionary Housing Plan for Planning Department review prior to the Working Session.
- The petitioner should replace all concrete sidewalks and readjust the granite curbing along the entire frontage.

ATTACHMENTS:

Attachment A: Zoning Map

Attachment B: Land Use Map

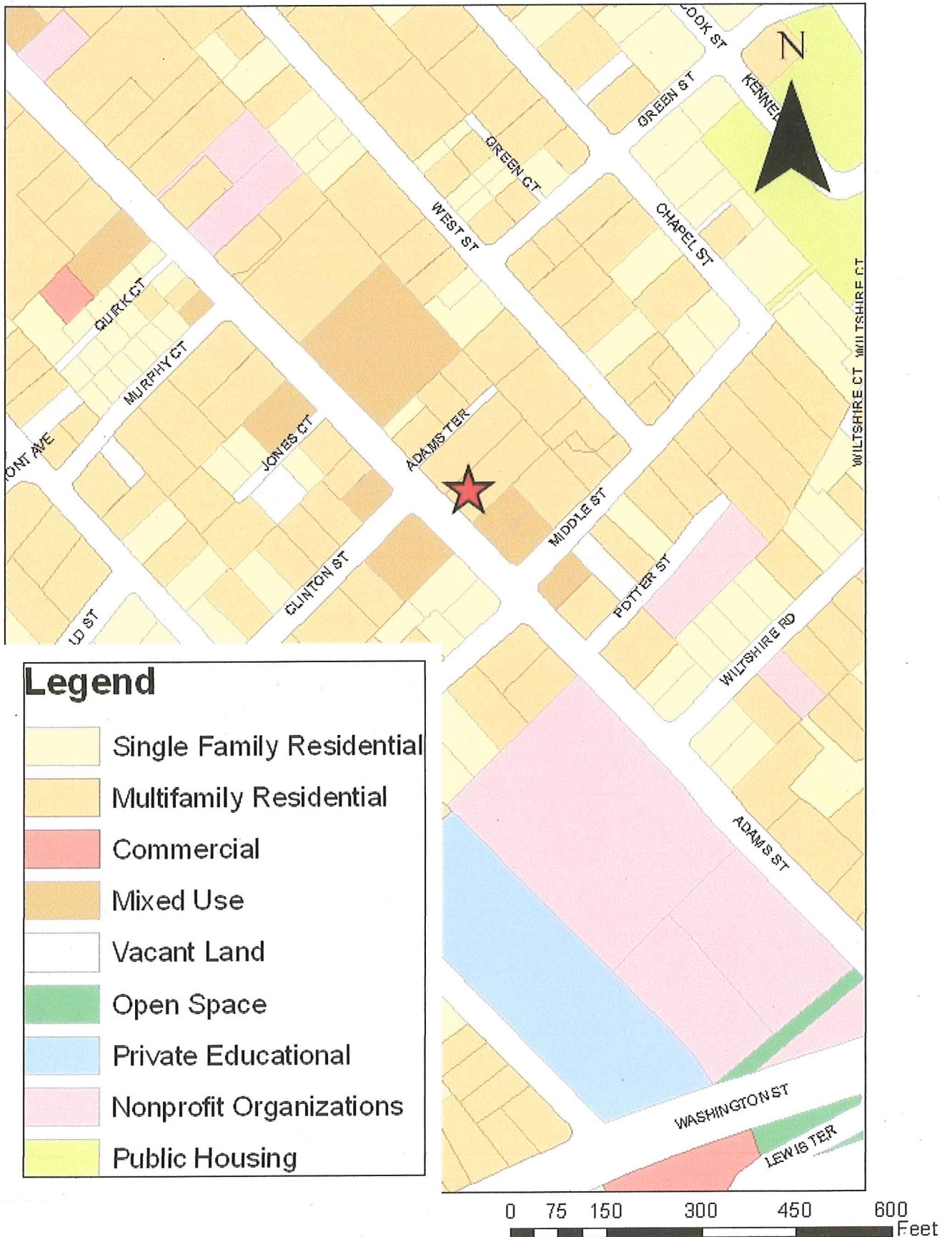
Attachment C: Zoning Review Memorandum, dated July 27, 2010

Attachment D: Engineering Memorandum

Zoning Map for the Vicinity of 244 Adams St




Land Use Map for the Vicinity of 244 Adams St



Zoning Review Memorandum

Dt: July 27, 2010

To: John Lojek, Commissioner of Inspectional Services

Fr: Eve Tapper, Chief Zoning Code Official
Candace Havens, Interim Director of Planning and Development 

Cc: Terrence Morris, representing Palumbo Family Trust
Ouida Young, Associate City Solicitor

RE: Request to construct six attached dwelling units

Applicant: Palumbo Family Trust

Site: 244 Adams Street	SBL: Section 14, Block 14, Lots 3 and 4
Zoning: BU-2	Lot Area: 13,966 square feet
Current use: Two-family dwelling	Proposed use: Six attached dwelling units

Background:

The subject property consists of a 13,966 square foot lot currently improved with a legal nonconforming two-family dwelling. The property owner is proposing to demolish the existing structure and replace it with six attached dwelling units. The following review is based on plans and materials submitted to date as referenced under Plans and Materials Submitted below.

Administrative determinations:

1. The proposed development must comply with the dimensional standards of Section 30-15, Tables 1 and 3 for the BU-2 zone (see chart below).

BU-2 Zone	Required/Allowed	Proposed
Lot size	10,000 sq. ft.	13,966 sq. ft.
Lot size per unit	1,200	2327.7 sq. ft.
Frontage	80 feet	105 feet
Setbacks		
• Front	5.8 feet (Average)	17.6 feet
• Side	½ building height or equal to the abutters	16.4 feet, north (½ building height = 16.23 feet) 12.7 feet, south (abutter = 2.2 feet)
• Rear	Greater of ½ building height or 15 feet	16.5 feet (½ building height = 16.23 feet)
FAR	1.0	0.64
Building Height	24 feet (by right) 36 feet (special permit)	32.46 feet
Maximum Stories	2 (by right) 3 (special permit)	2.5

2. The existing use on the subject lots is a legally nonconforming two-family dwelling. In order to demolish it and replace it with another nonconforming use as proposed, the applicant must obtain a special permit from the Board of Aldermen under Section 30-21(b).

3. The proposed development will be 32.46 feet in height. A building of up to 36 feet is allowed with a special permit from the Board of Aldermen under Section 30-15, Table 3.
4. The proposed development will be 2.5 stories. A building with more than two and up to four stories is allowed with a special permit from the Board of Aldermen under Section 30-15, Table 3.
5. Section 30-19(d)(2) lays out parking requirements for attached dwellings. Two parking spaces are required for each dwelling unit. The proposed development contains six units. A total of twelve parking spaces must be provided on-site for these units. All of these spaces are provided in an underground garage.
6. The proposed underground parking facility contains twelve parking spaces. Section 30-19(h)(2)(c) requires one handicapped parking stall in the garage. The submitted plans do not show a handicapped parking stall. In order to construct the garage as proposed, the applicants must obtain a special permit from the Board of Aldermen to waive this requirement under Section 30-19(m).
7. Section 30-19(h)(2)(e) requires maneuvering space of at least five feet at the end of an aisle restricted by a wall. The proposed plans do not show adequate space at the end of the aisles. The proponents must obtain a special permit from the Board of Aldermen under Section 30-19(m) to waive this dimensional standard.
8. Section 30-19(h)(3) outlines the design standards for maneuvering aisles in a parking facility with greater than five parking spaces. A maneuvering aisle of 24 feet is required for the proposed garage. The submitted plans show a 20-foot maneuvering aisle. The proponents must obtain a special permit from the Board of Aldermen under Section 30-19(m) to waive this dimensional standard.
9. Section 30-19(h)(4)(a) requires 20 feet for a two-way driveway. The driveway entrance to the garage is only 12 feet wide. The proponents must obtain a special permit from the Board of Aldermen under Section 30-19(m) to waive this dimensional standard.
10. In order to construct the access driveway to the garage, the proponents state that a retaining wall of greater than four feet is necessary on the south side setback of the subject lot. This retaining wall is not clearly depicted on the submitted plans. The location of this wall should be clarified on plans submitted during the special permit process. Section 30-5(b)(4) requires a special permit from the Board of Aldermen for a retaining wall of greater than four feet in any setback.
11. The proposed development is subject to the Inclusionary Zoning provisions of Section 30-24(f). For developments of six housing units or less, a cash payment in lieu of providing affordable units is permitted per Section 30-24(f)(4)(a). The applicants have indicated that they will likely opt to make the required payment.

12. See "Zoning Relief Summary" below.

Zoning Relief Summary		
Ordinance		Action Required
	Building	
§30-15, Table 3	Allow height to exceed 24 feet	SP per §30-24
§30-15, Table 3	Allow greater than two-story building	SP per §30-24
	Use	
§30-21(b)	Replace one nonconforming use with another nonconforming use	SP per §30-24
§30-24(f)	Comply with Inclusionary Housing Ordinance	Cash payment
	Parking	
§30-19(h)(2)(c), §30-19(m)	Waive requirement for a handicapped stall	SP per §30-24
§30-19(h)(2)(e), §30-19(m)	Waive requirement for five foot maneuvering space at the end of an aisle	SP per §30-24
§30-19(h)(3), §30-19(m)	Waive requirement for width of maneuvering aisle	SP per §30-24
§30-19(h)(4)(a), §30-19(m)	Waive requirement for width of driveway	SP per §30-24
	Site	
§30-5(b)(4), Ordinance Z-45	Construct a greater than four-foot retaining wall within the side setback	SP per §30-24

Plans and materials reviewed:

- Plan set titled "244 Adams Street, Newton, MA 02458", as follows, all dated 06-21-10 and signed and stamped by David B. Barsky, Registered Architect
 - Drawing Number ASK-01 – "Landscaping Plan, Building Footprint"
 - Drawing Number ASK-02 – "Garage Level Plan, First Level Plan"
 - Drawing Number ASK-03 – "2nd Level Plan, 3rd Level Plan"
 - Drawing Number ASK-04 – "Street Elevation, Entry Side Elevation"
 - Drawing Number ASK-05, "Elevations/Rear, Rear Side"
- Plan set, prepared by VTP Associates, Inc., Land Surveyors – Civil Engineers, 132 Adams Street, Newton, MA 02458, signed and stamped by Joseph R. Porter, Professional Land Surveyor, consisting of the following:
 - Topographic Site Plan - Newton, Massachusetts Showing Existing Conditions at 244 Adams Street," dated June 2, 2010
 - Topographic Site Plan – Newton, Massachusetts Showing Proposed Conditions at 244 Adams Street, dated June 21, 2010
 - Area Plan of Land at 244 Adams Street, dated June 21, 2010

**CITY OF NEWTON
ENGINEERING DIVISION**

MEMORANDUM

To: Alderman Ted Hess-Mahan, Land Use Committee Chairman

From: John Daghljan, Associate City Engineer

Re: Special Permit – 244 Adams Street

Date: August 25, 2010

CC: Lou Taverna, PE City Engineer (via email)
Candice Havens, Acting Director of Planning (via email)
Linda Finucane, Associate City Clerk (via email)
Eve Tapper, Chief Planner (via email)
Derek Valentine, Sr. Planner (via email)

In reference to the above site, I have the following comments for a plan entitled:

*Topographic Site Plan of Land
Showing Proposed Conditions At
244 Adams Street
Newton, MA
Prepared by: VTP Associates Inc.
Dated: June 21, 2010*

Executive Summary:

- The proposal is to build 6 townhouses with underground parking garage on two lots totaling 0.407 acres. The currently site has a single family residence, a large garage and paved parking lot. Should this Special Permit be approved; as a public benefit the applicant should upgrade the pedestrian curb cuts [a.k.a. HP ramps at the intersection of Lincoln Road and Adams Street diagonally across the street from this project site.

The proposed retaining walls providing access to the underground garage will need some sort of safety fence along the top of the wall as portions of the wall are over 4' in height. Details of the wall are also needed.

Construction Management:

1. A construction management plan is needed for this project. At a minimum it must address the following: staging site for construction equipment, construction material, construction worker's vehicles, phasing of the project with anticipated completion dates and milestones, safety precautions, emergency contact personnel of contractor.
2. Stabilized driveway entrances are needed during construction which will provide a tire wash and mud removal to ensure City streets are kept clean.
3. As the existing curb cut for this property will be modified, and in concert with the various utility connections; the applicant will be required to replace all the concrete sidewalk and adjust the granite curbing along the entire frontage.

Drainage:

1. The drainage analysis is acceptable for the City of Newton's 100-year storm event of 6-inches over a 24-hour period. All runoff from impervious areas will be collected and infiltrated on site via underground leaching chambers. Although access and maintenance to the galleys situated at the rear of the lot may be difficult, the engineer of record should consider relocating these galleys.
2. An Operations and Maintenance (O&M) plan for Stormwater Management Facilities needs to be drafted and submitted for review. Once approved the O&M must be adopted by applicant, incorporated into the deeds of the homeowners association; and recorded at the Middlesex Registry of Deeds. A copy of the recording instrument shall be submitted to the Engineering Division.
3. It is imperative to note that the ownership, operation, and maintenance of the proposed drainage system and all appurtenances including but not limited to the drywells, catch basins, and pipes are the sole responsibility of the Homeowners Association.

Environmental:

1. Has a 21E investigation & report been performed on the site, if so copies of the report should be submitted the Newton Board of Health and the Engineering Division.
2. Are there any existing underground oil or fuel tanks, if they have been removed evidence should be submitted to the Newton Fire Department, and Newton Board of Health.

Sewer & Water:

1. The sanitary service connection for this development will be from a common connection to a new sewer manhole. This needs to be inspected and pressure tested in accordance to the City's Construction Standards. The sewer connection shall be 8" not 6" as proposed.
2. The floor drains of the underground parking garage shall be connected to the sanitary sewer connection via MDC gas trap.
3. Fire flow testing is required for the proposed fire suppression system. The applicant must coordinate this test with both the Newton Fire Department and the Utilities Division; representatives of each department shall witness the testing, test results shall be submitted in a write report. Hydraulic calculation shall be submitted to the Newton Fire Department for approval.
4. The engineer of record shall submit plans for the domestic and fire suppression to the Utilities Division for final approval prior to any construction.

General:

1. As of January 1, 2009, all trench excavation contractors shall comply with Massachusetts General Laws Chapter 82A, Trench Excavation Safety Requirements, to protect the general public from unauthorized access to unattended trenches. Trench Excavation Permit required. This applies to all trenches on public and private property.
2. All tree removal shall comply with the City's Tree Ordinance.

3. The contractor is responsible for contacting the Engineering Division and scheduling an appointment 48 hours prior to the date when the utilities will be made available for an inspection of water services, sewer service, and drainage system installation. The utility in question shall be fully exposed for the inspector to view; backfilling shall only take place when the City's Inspector has given their approval.
4. The applicant will have to apply for Street Opening, Sidewalk Crossing, and Utilities Connecting permits with the Department of Public Works prior to any construction.
5. The applicant will have to apply for a Building Permits with the Department of Inspectional Service prior to any construction.
6. Prior to Occupancy permit being issued, an As-Built Plan shall be submitted to the Engineering Division in both digital format and in hard copy. The plan should show all utilities and final grades, any easements and final grading.
7. If a Certificate of Occupancy is requested prior to all site work being completed, the applicant will be required to post a Certified Bank Check in the amount to cover the remaining work. The City Engineer shall determine the value of the uncompleted work. *This note must be incorporated onto the site plan.*

Note: If the plans are updated it is the responsibility of the Applicant to provide all City Departments [Conservation Commission, ISD, and Engineering] involved in the permitting and approval process with complete and consistent plans.

If you have any questions or concerns please feel free to contact me @ 617-796-1023.